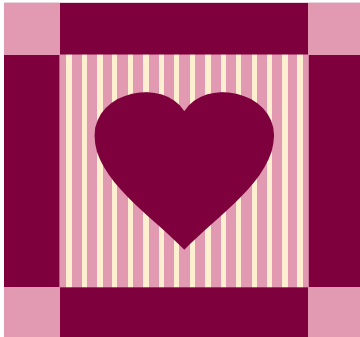


# Safety Simply Stated



*City of Long Beach*



## Special points of interest:

- A Word from the City Safety Officer
- Online Training
- Respiratory Protection
- Training Calendar

## Inside this issue:

Slips, Trips, and Falls Checklist	2
Online Training	2
Public Agency Safety Management Association	3
Reporting Emergencies	3
Respiratory Protection	4
Safety Training Calendar	5

## Message From City Safety Officer, Michael Alio

### HEIGHT- ENED SECURITY AND DISASTER PREPAREDNESS

With a New Year upon us, it's natural to look forward with great expectations and hope for success and prosperity in the coming year. But it's also a time for us to be reminded that it's a dangerous world we live in, and the threats are many.

Disaster preparedness is no longer **only** having to be prepared for earthquakes. For all Americans, preparedness must now account for man-made disasters as well. Knowing what to do during an emergency is an important part of being prepared and may make the difference when seconds count.

Just before the Christmas

holiday, the U.S. Government raised the national threat level from an Elevated to High risk of terrorist attack—or from Code Yellow to Code Orange. It behooves us all to heed these warnings and implement plans for increased security and emergency preparedness. "We know from experience that the increased security that is implemented when we raise the threat level, along with increased vigilance, can help disrupt or deter terrorist attacks," said Homeland Security Secretary Tom Ridge.

During this heightened alert your vigilance can help tremendously by reporting suspicious packages, vehicles, or activities to law enforcement. But there are other ways you can be vigilant by making sure you know the following:

- ♥ Where is the closest emergency exit?
- ♥ Where is the other way

out in case my first choice is blocked?

- ♥ Listen for and follow instructions of floor wardens, fire personnel, or law enforcement personnel.
- ♥ Do not use the elevators.
- ♥ Face away from windows and glass.
- ♥ Move away from file cabinets, bookshelves, or other things that might fall.
- ♥ Take cover under a desk or table if things are falling.
- ♥ Think about what to do if your employees can't go home.
- ♥ Make sure first aid supplies are adequate.

The challenge is to remain prepared and to avoid complacency. I know no one wants to think of these things; however, being prepared will save lives when the time comes to act!

If you are interested in writing an article for our monthly Safety newsletter, please contact: **The City Safety Office** at extension 86552.

When submitting an article of safety interest, all we ask is that you provide your source of information so we can verify the information before we distribute and post it on the City Safety website.

We are always open to new ideas and we look forward to hearing from you.  
— Thank you!

## SLIPS, TRIPS, AND FALLS CHECKLIST

**S**lips, trips, and falls often get a comical treatment in cartoons and movies, but in real life they are one of the leading causes of accidents on and off the job. Because these types of accidents may involve employees in every job category, as well as visitors, third-party lawsuits are also not uncommon.

No industry, office, or construction site is spared from the risk of slip-and-trip accidents. About 15 percent of job injuries are the result of falls from the same level, resulting in nearly 300,000 injuries every year from broken bones, strained muscles, twisted knees or ankles, cuts, contusions, head injuries, and even fatalities, according to statistics from the National Safety Council.

A slip can happen to anyone at any time and virtually anywhere. The tumbles are caused by wet floor areas; oil and grease spills; uneven, cracked, or loose flooring; and obstacles cluttering or blocking walkways. Most slip and fall problems are correctable. Proper footwear for the workplace surface is important. While reducing slip accidents, non-skid flooring can actually cause more trip accidents if compatible

footwear is not worn.

Here is a checklist below to aid you in looking for hazards that may cause slip, trip, and fall accidents:

### √ Ladders and Stairs

- ♥ Ladders are maintained, inspected, and removed from service if defective.
- ♥ Workers are trained to set up and use ladders properly.
- ♥ Stair treads, including front edges, have nonslip surfaces.
- ♥ Worn or broken treads are repaired promptly.
- ♥ Stairways are kept free of obstructions.

### √ General Good Housekeeping

- ♥ Loose or missing tiles, warped or cracked flooring, and turned-up rugs are fixed immediately.
- ♥ Lights are kept clean, and burned-out lightbulbs are replaced.
- ♥ Tools and materials are put away when not in use.

- ♥ Filing cabinet drawers are kept closed.
- ♥ Cleaning areas are blocked off and/or clearly marked.
- ♥ Spills are cleaned up promptly.
- √ Safety Practices
  - ♥ Only loads that can be seen over may be carried by an employee.
  - ♥ Employees report slip, trip, or fall hazards.
  - ♥ Employees take responsibility for their actions by cleaning up food, water, or coffee spills.



## To the Internet and beyond!

By: Tristina Meche

**S**afety training can be difficult to accomplish with our many business demands, but the Safety Office is trying to give departments options to complete required safety training. One relatively new method of bringing safety training to you is by jumping on the technological bandwagon, and using the Internet for online training. Keep in mind that the first training class must be completed in a classroom setting so that the employee can be instructed on any job-specific safety procedures or City Safety Policies. The online safety classes are used for refresher classes, with the exception of driver's safety, which can be taken as an initial class.

As long as an employee has access to a computer (speakers or head-

phones required) they can sign up for one of several classes offered online at <http://www.csaceiatraining.org>.

There is also a link on the Safety Intranet site that will take you directly to this web page. User names



and passwords have been distributed to departments. Please see

your department's Administrative Officer to obtain Your user ID and password. If an ID is needed for an employee, please contact the Safety Office.

Below is a list of the classes currently available online.

- ♥ Asbestos Awareness
- ♥ Basic Respiratory Protection
- ♥ Bloodborne Pathogen
- ♥ Confined Space-Entry Level
- ♥ Confined Spaces
- ♥ Crane and Rigging Safety
- ♥ Drivers Safety
- ♥ Electrical Safety
- ♥ Fall Protection
- ♥ Fire Safety
- ♥ Hazard Communication (English & Spanish)
- ♥ Hot Work
- ♥ Ladder Safety
- ♥ Lead Awareness
- ♥ Lock and Tag
- ♥ Scaffold Safety
- ♥ Slips, Trips, and Falls

## Long Beach & PASMA By: Tristina Meche

**E**ach year, public agencies are challenged to provide increasing services with diminishing resources. Cities, Counties, School Districts and other public agencies are expected to work harder, better and faster with fewer training and safety resources to do so. As a result, losses and operating costs increase in the form of worker injuries and property damage which impact our personnel and fiscal resources. One function of the public agency safety manager is to curtail the impact of these losses through new and innovative methods of managing, minimizing or mitigating the undesirable results of increased public expectations.

Networking with other public agencies reduces the need to "reinvent the wheel" and that is exactly what Michael Alio, Laurie Browning, and Jerry Wolfe, members of Long Beach's safety team, have been doing. Not

only have they been working hard in Long Beach with inspections, training classes, meetings, monitoring, and various other tasks, they have been actively involved in PASMA, the Public Agency Safety Management Association.



public agencies throughout California. Members work together to meet the challenges of public agency safety management, sharing ideas, experiences, and resources while developing programs, managing loss exposures, and addressing compliance issues.

PASMA is a non-profit organization that was founded in 1973. The membership includes occupational safety, health and risk management professionals from a variety of

Each year PASMA members nominate their peers to represent the organization by serving as members of the Executive Board. In 2003, Michael Alio & Laurie Browning were nominated by their peers to serve as vice-president and secretary respectively, on the PASMA board. In September 2003, the Long Beach team brought the annual PASMA conference to Long Beach! The 3-day conference was held on the Queen Mary. Mayor Beverly O'Neill provided a warm welcome to the participants.

Long Beach will again be represented in 2004. Michael will serve as PASMA president and Jerry Wolfe will serve as vice-president.

By using tools such as PASMA to network with other public agencies, the City's safety program can be expected to continue moving in a positive direction!

**Post OSHA  
300A forms  
from Feb 1st to  
Apr. 30th**

**Report  
incidents as  
soon as they  
happen!**

**Watch for trip  
hazards!**

**Avoid using  
extension  
cords!**

**Lift with your  
legs, not your  
back!**

## Reporting Emergencies

**A** great benefit of cellular telephones is that they allow the public to promptly report emergencies. According to the California Highway Patrol and other emergency service providers, an emergency is defined as a serious situation or occurrence that happens unexpectedly and demands immediate action.



To report a fire, police, or medical emergency, in most jurisdictions in the United States, dial 9-1-1 on your cell phone. In the City of Long Beach, call 435-6711.

Be prepared to give specific information to the dispatcher or operator who answers your call. He or she will need to know:

- ♥ The location of the emergency. This can include a street address or intersection, closest cross street or off-ramp, milepost or other identifier, direction of travel, any distinguishing landmarks or the floor you are on in a high rise building. In some cases you must also tell the dispatcher which city you are in.
- ♥ The nature of the emergency. This could include a vehicle collision with injuries, an impaired or reckless driver, a serious traffic hazard, a medical emergency, a fire, or crime

in progress.

The dispatcher will ask for the caller's name, cell phone number, and sometimes a home or work phone number in case more information is needed.

Don't try to provide information and drive safely at the same time. Pull over, turn on your hazard lights, then call. Remember that your safety is the most important priority. You can't help others if you are injured in the emergency!!

**Important: A caller should stay on the line until the dispatcher says he or she has enough information to be able to send help.**

# A Closer Look At Respiratory Protection

By: Laurie Browning, Department Safety Officer

**R**espiratory hazards are often invisible and can cause health problems if workers are exposed to them without effective protection. Respiratory hazards include tiny particles that float in the air such as dusts, fumes and mists. A good rule of thumb is: the smaller the particle, the longer it will float in the air. Dusts are formed when solid materials are broken down, such as by drilling and grinding. Fumes occur when a metal or plastic is heated and then quickly cooled. Mists are tiny liquid droplets usually created by spraying operations.

Disposable respirators are the simplest and most common form of respiratory protection. They are air-filtering devices made of fibers and they cover the wearer's nose and mouth to trap hazardous particles in the air before they are inhaled. The respirator allows clean air to pass through the fibers freely, so wearers can breathe normally and easily. These respirators work only if they fit snugly and aren't clogged from overuse. Remember that most disposable respirators only protect against solid or liquid particles, not oxygen deficiency, gases, vapors or temperature extremes.

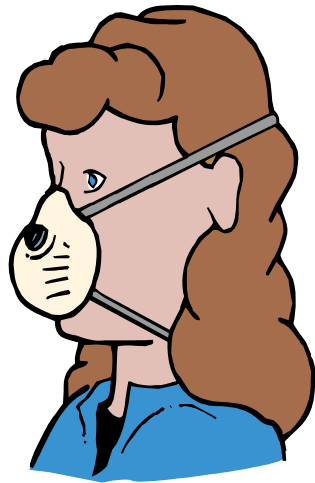
Prior to issuing respirators, the hazard must be identified and analyzed so that the proper respirator is provided. In addition, the wearer must be medically evaluated, trained and fit tested before they can wear a respirator. Only NIOSH approved respirators can be worn in the workplace.

Most respirator users in the City wear particulate respirators, which have three levels of filter efficiency (95, 99 and 99.97%) and three categories of filter degradation (N, R and P). All nine classes filter the same particle size of 0.3 micrometers median diameter. The service life of all three filter categories (N, R and P) is limited by considerations of hygiene, damage and breathing resistance. All filters should be replaced whenever they are damaged, soiled or causing noticeable increased breathing resistance. When working in very dirty or dusty workplaces, respirators must be replaced more frequently.

N-series filters include N95, N99 and N100 respirators and are not resistant to oil aerosols. Service time should be limited to continuous or intermittent use of 8 hours unless an evaluation is done of the workplace to prove that extended use will not degrade the filter to below the required efficiency level. Water vapor or high humidity will also cause the filter to degrade. These masks can also give protection against tuberculosis, SARS, and other viruses.

R-series filters include R95, R99 and R100 respirators and are resistant to oil aerosols. The R-series should be only used for one working shift (or for 8 hours of continuous or intermittent use) when oil is present.

P-series filters P95, P99 and P100 should be selected if there are oil aerosols such as lubricants, cutting fluids, etc in the workplace. Use and reuse of the P-series filters is subject only to considerations of hygiene, damage and increased breathing resistance.





## February 2004

### *Citywide Employee Safety Training Calendar*

(Scheduled Classes as of January 27, 2004)

Date(s)	Course	Time(s)	Location
Feb. 3	Respirator Classroom Training	9:00 am – 11:00 am	Long Beach Energy - LBE/EDC 2929 E. Willow Street, training room <i>NOTE: Please enter off of Willow Street or use off street parking</i>
Feb. 4	First Aid (Module 2) (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm & 12:30 pm – 4:30 pm	American Red Cross 3150 E. 29 <sup>th</sup> Street, Classroom #2
Feb. 5	HAZWOPER Refresher (8 hrs)	7:30 am – 4:30 pm	Long Beach Energy - LBE/EDC 2929 E. Willow Street, training room <i>NOTE: Please enter off of Willow Street or use off street parking</i>
Feb. 10	Bloodborne Pathogen (Module 3)	7:45 am – 11:00 am	Long Beach Energy - LBE/EDC 2929 E. Willow Street, Classroom <i>NOTE: Please enter off of Willow Street or off-street parking</i>
Feb. 10	Adult CPR/First Aid 	7:30 am – 4:30 pm	Public Works Yard 1601 San Francisco Avenue, Training Room <i>NOTE: For PW (Tree Workers) only</i>
Feb. 11	Bomb Threat Awareness (Partial Module 4)	8:30 am – 10:00 am	Police Department - West Police Substation (WPSS) 1835 Santa Fe Avenue, Squad Room
Feb. 11 – 13	Defensive Driver's Training (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm & 12:30 pm – 4:30 pm	Harbor Department – POLB 925 Harbor Plaza Drive, 5th floor conference room <i>NOTE: Training on 2/13 will be in the 5<sup>th</sup> floor training room</i>
Feb. 12	Adult CPR/First Aid 	7:30 am – 4:30 pm	Public Works Yard 1601 San Francisco Avenue, Training Room <i>NOTE: For PW (Tree Workers) only</i>
Feb. 19	Ergonomics Office Training (1 ½ hrs) 2-sessions AM/PM	10:00 am – 11:30 am & 1:30 pm – 3:00 pm	Main Library 101 Pacific Avenue, lower level, Auditorium
Feb. 23	Backhoe & Skip Loader Training (8 hrs)	7:00 am – 3:30 pm	Water Department 1800 E. Wardlow Rd., Assembly Room <i>NOTE: For Water Employees Only</i>
Feb. 24	Backhoe & Skip Loader Training (8 hrs)	8:00 am – 4:30 pm	Water Department 1800 E. Wardlow Rd., Assembly Room <i>NOTE: For Water &amp; PRM Employees Only</i>
Feb. 25	Fire Extinguisher (Partial Module 4) (2 hrs) 2-sessions AM/PM	10:00 am – 12:00 pm & 1:00 pm – 3:00 pm	LB Airport Maintenance Yard 3150 St. Louis Ave. Conference Room & Fire Pit. (EB 32 <sup>nd</sup> St. just immediately north of the NB 405 off ramp onto NB Cherry Ave.)
Feb. 25	Adult CPR/First Aid 	7:30 am – 4:30 pm	Public Works Yard 1601 San Francisco Avenue, Training Room <i>NOTE: For PW (Tree Workers) only</i>
Feb. 27	Ergonomics Office Training (1 ½ hr)	3:00 pm – 4:30 pm	Health Department (DHHS) 2929 Grand Avenue, Room 204 <i>NOTE: For DHHS Employees only</i>
Feb. 27	Backhoe & Skip Loader Training (8 hrs)	7:00 am – 3:30 pm	Water Department 1800 E. Wardlow Rd., Assembly Room <i>NOTE: For Water Employees Only</i>



- **NOTE:** Course dates and time are subject to change without notice.
- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class.
- If you have any questions, please contact May Jong, Risk Management @ [may\\_jong@longbeach.gov](mailto:may_jong@longbeach.gov)





***Have a Safe and  
Happy Valentine's  
Day!***

**Check out the City's Safety Intranet site for forms,  
training calendars, policies and more!**  
<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index>.



***City Safety Office Staff***

Michael Alio  
City Safety Officer.....(562) 570-6476  
May Jong  
Training Coordinator.....(562) 570-5059  
Loida Garcia  
Clerk Typist III.....(562) 570-6552  
Tristina Meche  
Intern.....(562) 570-5892